

Newtown Food & Crafts Festival 7/8th September 2019
Event Planning Group (EPG)
Wednesday 3rd April @ 7pm.
Venue: Kates

Membership:

Cheryl (Chair)
Kevin (minute taker)
Andrew
Kate

Minutes: agreed items for this event will cover:

- French visitors and hosting requirements
- Planning for the festival marquee and external seating area
- French products
- Newtown products
- 20th anniversary celebrations
- Musical fringe event
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Discussion & Actions:

1. Andrew updated group that this festival will be the first under new management. However, the chair of this newly established group set outside the Town Council will remain the same (Rena). It is the intention for this group in time to be self funding and self managing.
- Marquee costs will need checking but for time being to work on being similar to last year @ £325

ACTION:

- Andrew to talk to Rena to establish arrangements for this years event.
- How we use the space to be further explored by EPG to maximise space inside and outside the marquee for seating, sales and preparation.

2. Insurance @ £171 is an annual cost which covers for all events over one year, but is built into the costings for the annual food festival and therefore needs to be managed by this EPG.

ACTION:

- Andrew as NTA secretary will liaise with Fred regarding renewal of subscription.

3. Montgomery bee keepers can make direct contact with their counterparts in Les Herbiers and discussions could include them sharing a pitch. Sharing a pitch with French Bee Keepers should be a valid reason to request a reduction for their pitch charge.

ACTION:

- Andrew to discuss with local bee keepers.

4. French products may be affected due to Brexit. However, agreed we need to plan for 'business as usual' and address non-French sales if and when this becomes an issue.

ACTION:

- none before next meeting

5. Discussion took place around the French- NTA marquee taking on more of a hospitality theme and for Newtown products to compliment this theme.

• **ACTION:**

- Beer/wine/cordial - Andrew and Kevin
- Honey sales - Andrew and Kevin as part of item 3.
- Deli cakes - Kate
- Berriew cakes - Kate
- Andy's bread - Cheryl
- Andy's coffee - Cheryl
- Florist - Cheryl

6. Discussion took place around the usual Musical Fringe Event and agreement was made that this specific item would be best addressed as a stand alone Event Planning Group (EPG) by the EPG for the 2020 music trip. Rationale for this was that the Music EPG membership leant itself to event planning for the fringe event. Kevin as a member of both this EPG and the 2020 EPG would act as the conduit.

ACTION:

- Cheryl when presenting at main NTA committee meeting on the 4th April to include this request and stress that it makes sense for the 2020 Music EPG to create a Fringe Food Festival EPG as they already have a number of music groups on board and while making contact with other local music groups for the 2020 event, discussions can take place for the food festival.
- Cheryl will also stress that the music fringe event will be a good template for the 2020 event planning.

Next meeting: 7pm Wednesday 8th May @ Kates.